

0164 CONDUCT OF BOARD MEETING

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and School Business Administrator/Board Secretary shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

- Statement of Public Notice of Meeting
- Flag Salute
- Approval of Minutes
- Opportunity for Public to Address the Board of Education
- Report of the Superintendent of Schools
- Board Committee Reports
- Old Business
- New Business
- Adjournment



Telephonic Participation

Telephonic communication equipment allows meetings and action even when all members of the board are not physically present upon prior arrangements being made to afford the public the opportunity to witness the meeting. This provision will allow a board member to participate in a meeting via speaker phone and/or conference call. A board member desiring to participate in the discussion and vote on an important issue must authorize the board to install a speakerphone or other electronic equipment that allows the board member to hear and be heard. Telephonic participation in closed or executive session shall be limited and only used in emergent situations and upon satisfactory assurances that any discussion shall be and remain confidential.

Conference Call

Meeting The board may conduct a meeting via conference call where members of the public will have access to the conference call information so that they can listen to and participate in the meeting at the appropriate time. A conference call will only be used in an emergent situation where the Governor of the State of New Jersey has declared a state of emergency that requires school buildings and offices to be closed. Telephonic participation in closed or executive session shall be limited and only used in emergent situations and upon satisfactory assurances that any discussion shall be and remain confidential.

Virtual Board Meeting

The board may conduct a meeting utilizing technology that will enable a meeting to occur without the presence of the public utilizing video conferencing or other similar technology. A virtual board meeting will only be used in an emergent situation where the Governor of the State of New Jersey has declared a state of emergency that requires school buildings and offices to be closed. Telephonic participation in closed or executive session shall be limited and only used in emergent situations and upon satisfactory assurances that any discussion shall be and remain.

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 24 February 2010

